

# **REFORMED UNIVERSITY**

## **LIBRARY HANDBOOK**



**REFORMED UNIVERSITY**

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*(Revised September 6, 2020)*



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## **PURPOSE STATEMENT**

This handbook has been prepared to acquaint you with Reformed University Library resources and services, some of which have been designed especially for faculty and staff of Reformed University. It is our desire to provide services and resources to you, both in conjunction with the teaching of classes and in areas of personal and professional growth and development. We welcome the opportunity to serve both the faculty and students.

## **GENERAL INFORMATION**

### **OUR VISION**

The vision of Reformed University is to prepare current and future pastoral leaders and lay leaders from here as well as abroad to go to the world and proclaim the gospel of Jesus Christ with learned skills so that the kingdom of God may be realized in the hearts of all nations, namely "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you." (Matthew 28: 18-20)

### **MISSION**

The mission of Reformed University is to build the church and improve society, based upon one of the salieb biblical Principles, namely, by 'bringing good news to the poor, proclaiming release to the captives, recovering sight to the blind, and letting the oppressed go free', and by this spirit, is dedicated to delivering an unparalleled learning experience (cross cultural), redefining leadership education for the 21st century, namely acquiring a global perspective, advancing knowledge, and deepening spirituality to meet the challenges and find solutions to issues that affects our existence in life-situation both personally and societally.



## STATEMENT OF FAITH

Reformed University holds firmly to the inerrancy of Scripture and to the Reformed Faith as summarized in the Westminster Confession of Faith and Catechisms drawn up by the 1646 Westminster Assembly as well as in the Apostles' Creed.

We believe:

### **The Bible**

In the divine inspiration to atone for the sins of mankind, infallible written Word of God without inerrancy, the primary standard for our faith; both the Old and New Testaments;

### **God**

One true and living God, the Creator of all things, one eternal, transcendent, omnipotent, existing in three same Persons - Father, Son, and Holy Spirit, but all of one essence and all having the same nature, perfections, and attributes, and each is worthy of precisely the same worship, and obedience. God the Father, the first person of the Divine Trinity, is infinite Spirit - sovereign, eternal, and unchangeable in all His attributes who is eternally worthy of honor, adoration, and obedience.

### **Jesus Christ**

The Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth. In God's Son incarnation in flesh both in divine and human natures, in His miracles, in His atoning death on the cross for the sins of all to reconcile with our God, in His resurrection in three days, in His ascension from the grave to the right hand of the Father according to the Scriptures, and in His return in power and glory. The substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

### **Holy Spirit**

The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ who was crucified and resurrected to redeem our sins, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers, and in the present and active of the Holy Spirit in the world, by whom the gospel is proclaimed and the kingdom of God is manifested in the world. The Holy Spirit comes from God the Father and the Son and causes people to be saved and to realize their sin and misery, enlightens their hearts to know Jesus Christ, strengthens their will, encourages, empowers them, causes them to receive Jesus Christ and bear fruits of righteousness, and protects us until we enter into the eternal heaven.

### **Historicity**

The full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

### **The church**

The Church, of which Christ is the head, is established by God to gather and to nurture the believers to grow into the body of Christ, which is the fullness of Him that fills all in all. This Church is the kingdom of the Lord Jesus Christ, the house and family of God, out of which there is no ordinary possibility of salvation. God has given the visible Church the ministry and the ordinances of God for the gathering and the perfecting of the believers.

### **Salvation**

Personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.

**Last Things**

The future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments. Both the saved and the lost will be resurrected; the saved unto the resurrection of life and the lost unto the resurrection of damnation.

**Creation**

God created man according to His image, in knowledge, righteousness, and holiness, and made them to rule over the other creatures. Adam, the first man, sinned by disobedience. This act resulted in the fall of mankind and incurred both physical and spiritual death for all. We believe the triune God created the universe apart from pre-existing materials and without any evolutionary process, the creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.

**Satan**

The existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

We believe that Satan was originally created a perfect being. He rebelled against God. As a result, he became depraved, the Devil and adversary of God and His people, and leader of a host of angels who fell with him. Satan has been judged and defeated at the cross and awaits his ultimate doom at the Second Advent of Jesus Christ

**PHILOSOPHY OF EDUCATION STATEMENT**

Reformed University believes that God calls each individual to prepare intellectually and spiritually to share Jesus Christ throughout the world. Reformed University affirms that curriculum is designed to reflect the Spirit of Christ in all academic programs as follow:

1. Christ-centered;
2. Based on the Bible;
3. Academically relevant to degree and non-degree programs that satisfy the needs of the world;
4. Pursuing academic excellence;
5. Taught by faculty who are Christians and comply with the institution's doctrinal beliefs;
6. Taught by faculty who are dedicated to quality higher education;
7. Taught by faculty who are academically credentialed;
8. Taught in an environment conducive to academic and spiritual growth;
9. Designed to integrate the academic training with Christian commitment ; and
10. Based on Christian belief in God's mission for the world.

**INSTITUTIONAL GOALS**

- ✓ To participate with the church in forming students for their respective pastoral vocations in the church and the world by providing paragon of theological education within the Reformed tradition;
- ✓ To commit to the Christian principle that truth is revealed by God through Christ "in whom are hidden all the treasures of wisdom and knowledge";
- ✓ To relate Christian liberal arts education to the changing needs of post-modern society;
- ✓ To combine knowledge and spirituality to enhancing the wholeness of our existence and perspective in life; and
- ✓ To equip students from both US and overseas (China and Korea) with capacity to lead in the global society and to be of service to the ever-changing world. Ultimately, our academic



excellence, critical reflection on learned knowledge and spirituality, and accountability of use of knowledge for society will lead to the wholesomeness of salvation (*σozo* in Greek) of humankind.

To fulfill these goals, Reformed University has established several teaching objectives:

- ✓ that it leads students to love and serve God and other people;
- ✓ that it shepherds students into a thorough and scholarly study of the Bible as the inspired and inerrant Word of God;
- ✓ that it guides students to a faithful, practical, and evangelical application of the contents of the Scripture for the Christian and the world;
- ✓ that it teaches students all the areas of biblical, systematic, historical, and practical theology in accordance with the Word of God and in accordance with the Westminster Confession of Faith and Catechisms drawn up by the 1646 Westminster Assembly;
- ✓ that it provides students with a curriculum based on the Bible to be devotional, spiritual, intellectual, and professional ministers;
- ✓ that it assists students to determine their personal ministry strengths and abilities; and
- ✓ that it provides students with appropriate classes to develop skills in preaching, worship, counseling, interpersonal skills, and church administration, supporting and assisting the future ministers in communicating the Gospel of Christ and carrying out their ministry.

### INSTITUTIONAL STUDENT LEARNING OUTCOME

All academic programs offered at Reformed University are consistent with its statement of faith, mission and goals, thus expecting the following learning outcomes:

- ✓ Through graduate programs in M.Div. and other undergraduate degree programs, graduates will possess a broad perspective of theological training, and students will be given opportunities to be formed as leaders in church and society through academic excellence, critical reflection, and faithful witness; and
- ✓ Graduates will gain an advanced leadership that engage them critically in any global issues (ecclesiastical or business) and show the ability to make informed choices toward positive changes and the welfare of humankind, thus meeting the challenges marked by multiple and complex cultural, socioeconomic, political, and spiritual realities and relationships.

### EFFECTIVENESS

Reformed University's primary goal is to bring about effectiveness and growth in every aspect of campus life for students and faculties: it believes a linkage with assessment, strategic planning and budget planning in all areas. A significant assessment will help the institution with focusing its mission and goals. The assessment of institutional effectiveness ought to engage in academic services, administrative services, facilities management services, and student services since co-curricular services influence the quality of education. However, at the nascent state, there are two immediate goals; Reformed University is definitely striving for a successful institutional effectiveness by engaging continuously assessment, strategic planning and budget planning pattern. However, for its immediate purpose, the university has just done step one, namely organizing the governing board, administration, staff, and faculty into basic areas of responsibility-governing board, Chief Executive Officer, Academic Affairs, Administrative Affairs, Financial Affairs, and Student Affairs. For now, to begin with, the office of academic affairs ensures that the educational goals, the philosophy and stated objectives be in line of the mission of the school, and the overall outcomes of learning be in alignment with not only mission of the school, but also each program be based on the stated objectives. To gauge the general effects of instruction, each faculty is required to submit a well-organized syllabus, an exit interview of every



graduate and of non-completing students, and dialogue with the local ministries and organizations that hire graduates from our institution. Also each student in the class is given an opportunity to evaluate respective faculty at the end of each semester. Each faculty should be able to evaluate students by offering examinations and reports, etc.

### STATEMENT OF NON-DISCRIMINATION

Reformed University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, genetics information, disability, or status as a protected veteran. The University's nondiscrimination policy applies to all phases of its employment process, its admission and to all other aspects of its educational programs and activities. Further, this policy applies to sexual violence and sexual harassment (forms of sex discrimination) occurring both within and outside of the University context if the conduct negatively affects the individual's educational or work experience or the overall campus environment. Retaliation directed to any person who pursues a discrimination complaint or grievance, participates in a discrimination investigation, or otherwise opposes unlawful discrimination is prohibited.

Any person having inquiries concerning Reformed University's application of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 or other civil rights laws should contact the following:

#### Office of Student Affairs

Reformed University  
1724 Atkinson Rd., Lawrenceville, GA 30043  
770-232-2717

**\*Title IX** prohibits sex discrimination, including sexual harassment and sexual violence, in all educational programs and activities.

### ETHICAL VALUES AND STANDARDS

Reformed University constituencies including Board of Trustees members, Faculties, Staff, and Administrators have the responsibilities and privilege to:

- dedicate ourselves to the vision, mission, objectives and advancement of Reformed University;
- prepare current and future pastors to go to the world and proclaim the gospel of Jesus Christ to make people accept Jesus Christ as Lord; therefore, the whole world can be saved, healed and set free in Jesus Christ our Savior;
- hold firmly to the inerrancy of Scripture and to the Reformed Faith as summarized in the Westminster Confession of Faith and Catechisms drawn up by the 1646 Westminster Assembly as well as in the Apostles' Creed;
- seek an understanding and articulation of how the Word of God directs the search for truth; pursue excellence in the performance of their work; and show concern for those under their care and instruction;
- promote consciousness of social responsibility and dedication to the advancement of the welfare of the people in God's community;
- maintain an adequate balance between effective vocational ministries training and academics as members of an educational institution which solely glorifies God;
- serve our commitment to meet the educational needs of people, diverse in race and other socioeconomic attributes;
- integrate a biblical worldview into all aspects of their professional lives;



- demonstrate Christian living and obedience in personal growth, in the interactions of College life, and in dedication to Christian calling and service;
- honor business practice and advertising standards to build credibility and the integrity of the institution; and
- comply with policies and procedures established and practiced by the University.

### **STUDENTS WITH DISABILITY AND SPECIAL NEEDS**

In accordance with Section 504 of the Rehabilitation Act of 1973, Reformed University seeks to give equal opportunity and access to students with disability. The Office of Student Affairs coordinates accommodation requests of students with disability for the university. A student with disability who requires special attention or accommodation is advised to contact any officers at Student Affairs as soon as possible to establish his/her disability and make "Reasonable accommodation" requests.

Student should submit in writing the following information:

- 1) The nature of disability or special requests
- 2) Any documents establishing the disability or special need
- 3) Student's request for special accommodation

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and



- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#). Or you may contact us at the following address: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **BACKGROUND and HISTORY**

Seminary of Jung Lib Presbyterian General Assembly, Seoul, Korea established in September of 1984 as a denominational institution and Reformed University in Atlanta, GA gave birth to Reformed University:

- Founded Jung Lib Presbyterian General Assembly Theological University, Seoul, Korea in 1984, graduating approximately 1,700 students and ordaining 1,200 pastors. In South Korea alone, these graduates have founded more than 800 churches and 130 missionaries are currently serving in all nations of the world.
- Founded Reformed Theological University in Chicago Illinois, USA in 1992 and was authorized to operate as an educational seminary.
- Became a full-member of Pacific Union Accrediting Association of Christian College & Seminaries in 1998, and seminary's transfer credits have been accepted and acknowledged internationally.
- Moved to the State of Georgia, USA in July 2006, and was authorized to operate by the State.
- Procured 17 acre-lot with 3 structures, and have operated the facilities as office space, lecture rooms, chapel, and dormitories. The lot accommodates many recreational purposes including fishing, horse riding, golf, and other sports activities.
- Procured a University facility of approximately 10,000 SF. in Duluth, GA, USA in October 2009 where strong concentration of Korean community, accommodating the main chapel, three lecture halls, several offices, fellowship hall, and library.
- Acquired a formal recognition as a religious-exempt post-secondary educational institution by the State of Georgia (Non-public Post-secondary Education Commission) on June 30, 2011.
- Moved to a new facility at 1724 Atkinson Rd., Lawrenceville, GA 30043 in November 2013.
- Authorized to offer degree programs by Nonpublic Postsecondary Education Commission (NPEC) of Georgia for graduate programs in Divinity, Christian Education, Theological Studies, and Intercultural Studies and Ministry, and undergraduate programs in Christian Education, Theological Studies, and Intercultural Studies and Ministry as of March 27, 2014.
- Changed the official name to "Reformed University" on April 1, 2014.
- Reformed University became a member of the Transnational Association of Christian Colleges and Schools (TRACS), having been awarded Candidate Status as a Category III institution by the TRACS Accreditation Commission on April 21, 2015.
- Reformed University became a member of the Transnational Association of Christian Colleges and Schools (TRACS), having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on November 1, 2016.
- Reformed University added an MBA in 2018, Distance Education in 2019, MALS in April 2020, MAICS in July 2020 and MATS in July 2020.



## REFORMED UNIVERSITY LIBRARY

### Library Mission Statement

The mission of Reformed University Library is to provide information services and resources in business leadership and theological disciplines to support the scholarly and information needs of the Reformed University community and to share resources with those outside the institution by requesting, organizing, and maintaining an excellent collection of print and non-print resources and providing instruction on and assistance with the acquisition of information to library users and by creating an academic atmosphere that fosters life-long learning and intellectual inquiry.

### Library Objectives

In order to achieve the above-stated Library Mission, Reformed University Library has set the following objectives:

- ✓ To collect all materials for classes and research needs;
- ✓ To organize resources for successful and efficient access;
- ✓ To assist users in finding the knowledge and information resources as needed;
- ✓ To teach knowledge and information research skills;
- ✓ To maintain variety of materials to provide scholastic and cultural environment;
- ✓ To promote cultural, scholastic and spiritual enhancement in the community through sharing all materials with the local residents;
- ✓ To establish Inter-Library Loan agreements to assist students' learning experience; and
- ✓ To build community relationships through use of library facilities and community activities.

### Library Book Collection

There are approximately 26,000 printed titles in the Reformed University Library, and the number is ever growing. Those are closely tied to the Reformed University curriculum and aim to support the subject areas covered by Reformed University's academic programs. Many books are written in Korean for our students' convenience and to promote cultural integration. New books are first placed on the New Arrivals shelves and can be checked out from them as well. Reformed University's collection is particularly strong in the biblical studies areas.

The research information system is accessible through the Reformed University Learning management System (LMS), Populi. Multiple computers are available in the library to serve the immediate needs of students, faculty, and visitors. In addition, Reformed University provides access to 20 computers in the Computer Lab adjacent to the Library. Each computer provides Internet access.

### Collection Development

The librarian's primary responsibility is to oversee acquisition process for multi-lingual books or references, particularly and primarily Korean-written. In the process of acquisition, librarian receives recommendations from faculty, staff, students, alumni, and community members. Selection of acquisitions for both print, non-print materials including audio-visual collections to develop the library collections is shared with Reformed University Library and Publication Faculty Committee.

Faculty and staff are strongly recommended to submit requests for library acquisition for textbooks, reading materials, journals, and faculty recommendations receive priority status in collection development selections.



### Circulation Services

The Circulation Desk is located at the entrance of the Library. A staff member is available during all hours of operation to offer directions and instructions regarding the location of library materials and to provide circulation services. Library staff assist all users to locate and check out materials, return materials, or to reserve materials for future use.

#### Hours of Operation

Monday through Friday	9am~6pm
Saturday	10am~2pm
Sunday & Holidays	Closed

\* Hours may vary during the summer, between semesters, and on holidays.

\* Hours are subject to change without notice.

Any changes in operation hours are published both at the official Library website and public bulletin board around the Library premises.

#### Circulation Policies

Faculty Members	Maximum of 5 items per check-out, Circulation period for 21 days, 2 Renewals of 21 days
Staff Members	3 items, 10 days, 1 renewal of 10 days
Students	3 items, 10 days, 1 renewal of 10 days
Community Users	3 items, 10 days, 1 renewal of 10 days

**Check Out:** To check out materials, a student must show a Reformed University student ID to the staff at the Circulation Desk.

**Return:** Items are to be returned on or before the due date to the Circulation Desk.

**Renewals:** Items can be renewed unless someone has placed a hold on the item. Renewals may be made either by phone or in person at the circulation desk.

**Overdue Materials:** Overdue notices are sent to individuals as courtesy reminders. All overdue materials are subject to 25 cents per book per day charge to a maximum of \$5 and may involve the suspension of Reformed University Library privileges. And failure to return library materials will result in a "block" being placed on their record. If they are "blocked" they cannot check out additional books, order a transcript, register for additional courses, or apply for financial services including installment-payment plan.

**Lost or Damaged Materials:** Patrons are responsible for the safety, proper use and return of all the library materials charged on their card. In the event that materials are damaged, destroyed or lost, they will need to pay the book's purchase cost in addition to \$10 processing fee. Adequate clearance of fines and return of materials is necessary before registration or graduation. Rare books are not available for check-out, and are to use only within the library facilities.

**Holds:** Patrons may request that a book which is already checked out be placed on hold. The book will not be recalled but will be held when it is returned to the library. It cannot be renewed. The librarian will attempt to contact the patron requesting the hold.



## Classification System

The books are shelved alphabetically according to the classification system. The following outline shows the broad subject classes.

### Classification Outline

000	General Works
100	Philosophy
200	Religion
300	Social Science
400	Pure Science
500	Technology
600	Arts
700	Language
800	Literature
900	History

### Subdivision example of Library Classification

220	Bible
230	Christian Theology, Doctrinal Theology
232	Christology
235	Sermon, Missiology, Christian Education, Ministry
240	Devotional Literature, Religious Life
248	Worship, Ritual and Sacrament
260	Ecclesiology
280	Denomination and Sect of the Christian Church
296	Judaism

A book has only one classification number, which determines that book's place on the shelf—even though it has material on several subjects.

The call number is located on the spine of the book and is the book's address.

The call number of each book is composed of the classification number, author letter and title letter. The call number for The New Context for Ministry by Lyle E. Schaller might be

235.3 (Classification number for Ministry)

Many books will have the same classification number and will be arranged by author and title within the number.

## Reference

A reference book is identified as one used for reference and not meant to be read through, like dictionaries and encyclopedias. Reference books have to be used inside of the Library.

## Course Reserve Books

Course Reserve Materials are located in front of the circulation desk and include both those items placed on course reserve by faculty members and items selected by library staff. Loan periods are determined by the faculty members.

## Group Study Room

Study room is available for groups of two or more who need to confer on group projects, and the use of the Group Study Room at the Library is on a first-come, first-served basis. However, reservation through the Circulation Desk is available under the Librarian's supervision.



### Computer Lab

The computer lab has 20 computers with word-processing capability and Internet access. Computers are available for student to use on a first-come, first-served basis during regular Library hours except when the lab is closed for classroom purposes. During class time, access to the room is prohibited to everyone other than class participants. A Printer and a scanner are available for anyone's use in the Computer Lab.

Students are encouraged to bring their own paper for printing purposes.

### Virtual Library

The research information system is accessible at the official website of Reformed University Library, and multiple computers are ready to serve the immediate needs of visitors to find those in their interests, and 20 additional computers with Internet access are ready for students' and faculty members' use at the Computer Lab.

Reformed University Library acknowledges the current trend of shifting library collections from traditional print toward on-line accessible library collections for the ease of access and convenience, and to provide the students and researchers greater access to library resources, Reformed University has enhanced its electronic resources which may allow students free web searching, access to electronic sites, and e-book collections. Authroized users have access through Populi authenticated login at [runiv.populiweb.com](http://runiv.populiweb.com) or via the "Academic Portal" link on the Reformed Univeristy website at <http://runiv.edu>.

### Electronic Library Resources

To provide the students greater access to library resources, Reformed University has enhanced its electronic resources. These resources allow students free web searching, access to electronic sites, and e-book collections.

### GALILEO

Galileo is a Georgia Library System and provides access to EBSCOHost for religious resources and Proquest. EBSCOHost provides access to multiple peer reviewed journals and millions of full-text journal articles in the field of religious and theological studies.

### PROQUEST

ProQuest is committed to empowering researchers and librarians around the world. Its innovative information content and technologies increase the productivity of students, scholars, professionals and the libraries that serve them. For academic, corporate, government, school and public libraries, as well as professional researchers, ProQuest provides services that enable strategic acquisition, management and discovery of information collections.

ProQuest's collections span six centuries, all disciplines and the diverse content types needed by researchers, providing the world's largest collection of dissertations and theses; three centuries of newspapers; more than 450,000 academic ebooks; collections of important scholarly journals and other content researchers need such as data; and unique digital vaults of primary source materials.

### Proquest Religion

ProQuest Religion is an indispensable resource for religious studies programs and for anyone researching religious issues and perspectives. This resource presently has more than 260 journals, with most of them available with full-text. The content is full-text, scholarly, and designed to meet the needs of both religious studies programs and general library collections.



ProQuest Religion covers formal theological studies and commentary on topics of general interest from the perspectives of many, worldwide religions. In addition, there are many titles from religious publishing bodies and nondenominational organizations.

ProQuest Religion provides an excellent source of religious news and information, informative details on doctrines and philosophies, and scholarly reports on religious history. More full-text journals have been added in related religious studies, such as philosophy, ethics, and international perspectives. Many essential full-text titles cannot be found in any other online database.

### [The National Library of Korea](#)

In order to assist research effort among faculties and students in need of resources written in Korean, Reformed University Library has entered into a use agreement of all electronic reference and books at the National Library of Korea. The Library currently holds more than 10 million books and references.

To use the service, users are encouraged to visit the Reformed University Library or obtain access through Populi / Library / Links.

### [Theological Research Exchange Network \(TREN\)](#)

The Theological Research Exchange Network (TREN) is a library over 21,535 theological thesis/dissertation titles representing research from as many as 139 different institutions. TREN also makes available conference papers presented at annual meetings of several academic societies.

The followings are a few of its conference paper sources:

- Evangelical Theological Society (1,129 papers)
- American Society of Church History (150 papers)
- Society for Pentecostal Studies (75 papers)
- North American Patristic Society (20 papers)
- American Catholic Historical Association (14 papers)

Faculties and Students can search the TREN database for their research works and request an electronic or paper copy of the material to the Librarian for prompt database searching and published material through Reformed University's Library.

### [E-Resources in religious subjects](#)

#### Apologetics

- ☐ [Answers in Genesis](#)
- ☐ [Apologetics.org](#)
- ☐ [C.S. Lewis](#)
- ☐ [Christian Answers Network](#)
- ☐ [Christian Apologetics and Research Ministry](#)
- ☐ [Creation Research Society](#)
- ☐ [Institute for Creation Research](#)
- ☐ [Official mirror site to Stephen Downes' Guide to Logical Fallacies](#)
- ☐ [Probe Ministries](#)
- ☐ [Stand to Reason](#)
- ☐ [Summit Ministries](#)
- ☐ [The Berean Call](#)
- ☐ [Watchman Fellowship](#)

#### American History and Government

- ☐ [American History Documents](#)



- ☐ American Textbook Council
- ☐ Constitution Day Resources
- ☐ Wall Builders

#### Bible Software

- ☐ Bible Databases
- ☐ Bible on the Web
- ☐ Bible Pro
- ☐ BibleWorks
- ☐ CrossWalk.com
- ☐ E-Sword
- ☐ Logos Bible Software
- ☐ WORDsearch

#### Bible Studies

- ☐ Abide in Christ
- ☐ Bible Versions and Translations
- ☐ Bible.org
- ☐ ChristianityToday.com
- ☐ CrossSearch.com
- ☐ IVP | Quiet Time Bible Study
- ☐ Resources for Biblical Studies
- ☐ Sonic Light

#### Christian Education

- ☐ Christian Classics Ethereal Library
- ☐ Directory of Christian Organizations
- ☐ Guide to Early Church Documents
- ☐ North American Professors of Christian Education
- ☐ Religion Online

#### Church Growth

- ☐ Church Smart - Strategic Ministry Tools for Church Leaders
- ☐ Elmer Towns | Spiritual Breakthroughs
- ☐ Global Harvest Ministries
- ☐ The Barna Group
- ☐ The Church Growth Institute

#### Christian News

- ☐ Agape Press
- ☐ CBN News
- ☐ Maranatha Christian Journal
- ☐ Southern Baptist Convention
- ☐ The Baptist Press
- ☐ Worthy News

#### Church History

- ☐ Christian Classics Ethereal Library
- ☐ Guide to Early Church Documents
- ☐ History of the Church by Philip Schaff



- ☐ Resource Pages for Biblical Studies
- ☐ The Master's Seminary: Church History Resources
- ☐ The Works of Augustine
- ☐ Theology Website: New Testament Study Helps
- ☐ Wikipedia: Church History

#### Computer Science

- ☐ Citeseer.ist: Scientific Literature Digital Library
- ☐ Computer Science Research Index
- ☐ IBM Research
- ☐ TeachIS.org
- ☐ Seminary at Albany: Computer Science

#### Contemporary Issues

- ☐ Citizen Link
- ☐ List of Think Tanks
- ☐ Middle East - History, Society, and Culture Resources

#### Critical Thinking

- ☐ Critical Thinking (from Wikipedia)
- ☐ Critical Thinking Core Concepts
- ☐ Critical Thinking What Is It Good for? (In Fact, What Is It?)
- ☐ Critical Thinking: What It Is and Why It Counts
- ☐ Definition of Critical Thinking
- ☐ Facts, opinions and reasoned judgments
- ☐ Strategies for Teaching Critical Thinking
- ☐ Teaching Critical Thinking through Online Discussions
- ☐ The Critical Thinking Community

#### Devotionals

- ☐ My Utmost for His Highest

#### History

- ☐ History of Art
- ☐ Religion Online

#### Leadership

- ☐ Management Help

#### Library Links

- ☐ American Religion Data Archive
- ☐ Databases and E-Resources through the Library of Congress
- ☐ Full Text Books
- ☐ Library of Congress
- ☐ Religion Online
- ☐ Resource Pages for Biblical Studies
- ☐ Teaching undergrads WEB evaluation: A guide for library instruction
- ☐ The Jewish Virtual Library
- ☐ Virtual Religion Index
- ☐ ERIC



### Religion

- ☐ Association of Religion Data Archives
- ☐ Digital Quaker Collection
- ☐ Full Text Books
- ☐ Internet sites used in Following Muhammad: Rethinking Islam in the Contemporary World by Carl W. Ernst
- ☐ Religion Online
- ☐ The Jewish Virtual Library
- ☐ The Religious Movements Homepage@ The Seminary of Virginia
- ☐ Virtual Religion Index
- ☐ American Religion Data Archive
- ☐ History in the News: Middle East History, Society, and Culture Resources
- ☐ Internet sites used in Following Muhammad: Rethinking Islam in the Contemporary World by Carl W. Ernst
- ☐ The Religious Movements Homepage@ The Seminary of Virginia
- ☐ Resource Pages for Biblical Studies

### Sociology

- ☐ Internet sites used in Following Muhammad: Rethinking Islam in the Contemporary World by Carl W. Ernst
- ☐ Middle East - History, Society, and Culture Resources
- ☐ Religion Online
- ☐ The Religious Movements Homepage@ The Seminary of Virginia
- ☐ Virtual Religion Index

### Theology

- ☐ Digital Quaker Collection
- ☐ Full Text Books

### Women's Ministry

- ☐ Bibliography

### World Facts

- ☐ Association of Religion Data Archives
- ☐ Background Notes
- ☐ The World Factbook 2006

### [E-Resources in general subjects](#)

Free E-book & Audio Book Resources in general subjects offered by techsupportalert.com has been published via Reformed University's library website for free-of-charge. The list is available at Reformed University Library.



### Library Conduct Policies

In order to maintain a quiet learning environment, any behavior in the library that is abusive or disruptive will not be tolerated at any time. The library has policy of zero-tolerance on any abusive or disruptive behavior, and it adheres to the University Student Code of Conduct.

While in the Reformed University Library, please observe the following guidelines:

- 1) Library materials, equipment or property must not be taken from the library without proper check-out process or authorization.
- 2) Users should not replace books on the shelves. Please leave them on the circulation desk or on the reading tables.
- 3) Users must not mark, underline, remove or fold pages, remove binding, or use post-its and paper clips.
- 4) Please avoid theft of personal belongings by not leaving them unattended.
- 5) Users are responsible for their personal property.
- 6) Users must not enter areas of the Library restricted to authorized personnel.
- 7) Users must keep noise level to a minimum.
- 8) Users are asked to mute all electronic devices (including cellular phones or computer devices).
- 9) Users shall help keep the Library building clean by disposing of all trash properly.
- 10) Computer users should not change any computer settings or download files to the hard disks of computers.
- 11) Children under the age of 13 must be accompanied by and supervised by an adult.
- 12) Bicycles, roller blades, and skateboards must remain outdoors.
- 13) Solicitation is not allowed at any times.
- 14) No overt or explicit physical sexual behavior will be allowed, and the offender of this behavior will be reported to proper authorities immediately.
- 15) Only trained animal to assist the disabled are permitted in the library facility.

*\* Please remember that many of the library materials you use are irreplaceable. Please treat them carefully so they will be available for future students.*

### Food, Drink, Smoking

Food and drinks are allowed in the library only by the permission from the librarian to minimize the damage to materials and equipment. Drinks in covered containers and small items of packaged food may be taken to study areas. No food or drink is permitted near library computers. There is a "No Smoking" policy throughout the Campus.

### Obtaining a Library Card

Students, faculty and staff members **MUST** present their Reformed University identification cards to check out library materials. A valid Reformed University ID card is the library card for students, faculty and staff.

If you lose your ID card notify the officers at the Registrar's Office immediately. You may purchase a replacement card at the Office of Business Affairs for \$10.00.

Community members may apply for a community member library card. For a community member, a copy of driver's license and \$20 processing fee are required to obtain a library card. There are no annual fees.



### Reformed University Library Online Catalog

Reformed University library is accessible through the Populi Learning management System (LMS) at [runiv.edu/academic](http://runiv.edu/academic) portal or at [runiv.populiweb.com](http://runiv.populiweb.com). The online catalog will help you find any materials in the Reformed University collection. You can look for items by author, title, subject or keyword. Keyword searches will search all fields describing a book including title, subject headings and any description that may be in the record. Once you have located a book you can click on the title to view more information about the book including the call number, location, and current status of the book. The status will tell you if the book is on the shelf or checked out to another patron.

### Donation

Reformed University Library welcomes all members of the community who like to share their love for all reading materials. We are looking for variety of books including fiction, non-fiction, religious, arts, history, biographical, biblical and references. If you would like to donate, please contact the librarian.

### Library Contact

Address: 1724 Atkinson Rd., Lawrenceville, GA 30043  
Website: <http://www.runiv.edu>  
Phone: 770-232-2717

### Librarian

Ms. **Abc Defg Higk**, M.L.S.